

**APPLICATION TO: REZONE PROPERTY; OR TEXT AMENDMENT; OR  
AMEND A GENERAL DEVELOPMENT PLAN OF A PUD; OR  
CREATE OR AMEND A MEDICAL SERVICE DISTRICT**

**Pre-Application:** Meeting with Planning Department staff prior to application submittal can help an applicant better understand the process and identify potential issues. An applicant may want to contact neighboring property owners/tenants regarding a rezoning or PUD amendment request prior to submitting the application to the City for formal consideration.

**Application Deadline & Completeness:** All required application information and payment of the application fee must be received by the deadline identified on the attached schedule.

All applications are evaluated by Planning Department staff, including the application form, fee, site plan and other relevant supporting information. If the materials submitted are deemed to be incomplete, Planning Department staff can reject the application and not place the item on the Planning Commission agenda.

**Application Information Required:** A site plan, drawn to scale including the following information, must accompany the application form with applicant(s) and owner(s) signature(s):

Rezoning & Development Plan Amendments

For applications to request to amend a Planned Unit Development (PUD) or for a Rezoning request, the site plan / general layout of the entire area must include:

- Existing and any proposed uses
- All buildings and structures
- Parking stalls and drive areas
- Sign structures
- Landscaping/vegetative features, wetlands, and other future significant land forms/features
- Paved and gravel surfaces

Medical Service District Creation or Amendments

For applications to create or amend a Medical Service General District, the site plan / general layout of the entire area must include:

- Traffic pattern plan
- Parking plan
- Access points
- Proposed district boundary and ownership
- Location of all existing & proposed structures and uses
- Applicable building density information
- Landscaping plan
- Exterior signage
- Estimates of traffic & land impacts on surrounding public streets

One full-size site plan and one 11" x 17" site plan are required. Planning Department staff may waive submission of the full-size site plan, when appropriate.

**Public Notification:**

Public Notice Sign: The St. Cloud Land Development Code requires the Planning and Zoning Department to provide the applicant a public notice sign to post on a property that will be subject to a future land use action. The sign must be placed in a visible location on the subject property at least ten (10) days prior to the date of the public hearing to be conducted by the Planning Commission. The sign must be removed by the applicant within 48 hours after the City Council public hearing and returned to the Planning Office. Failure to post the sign may result in delay of permit processing and postponement of public hearing.

Mailed Notification: The St. Cloud Land Development Code requires written notice of the request be mailed at least ten (10) days prior to the public hearing date. Notice of each public hearing is sent by the Planning and Zoning Department to all property owners located within five hundred (500) lineal feet of or the nearest twenty (20) property owners to the subject property (whichever is greater). This section does not apply to LDC text amendments.

Published Notification: The St. Cloud Land Development Code requires a minimum of ten (10) days prior to the public hearing date, the Planning and Zoning Department have notice of each public hearing published in the legal section of the St. Cloud Times.

**Staff Review:** Staff will review all application materials and prepare a memorandum for the Planning Commission. The memo will contain City staff's recommendation to approve, approve with conditions, or deny. A copy of all application materials, including the staff memo, will be mailed to the applicant prior to the Planning Commission meeting. All materials will be available to the public through the City's website.

**Planning Commission Meetings:** Planning Commission meetings are held on the second Tuesday of each month, unless there is a conflict with an election or holiday.

- In accordance with the Planning Commission's adopted rules of order and procedure, an individual board member will not accept or participate in any discussion or review/receipt of information related to any pending request outside of an official meeting of the Planning Commission (ex-parte contacts prohibited). All communications should be sent to Planning Department staff, who will distribute the information to all commission members. Planning Commission members may visit the subject property prior to the meeting.
- The Planning Commission chairperson will open the public hearing. It is recommended that the applicant, or their designated representative, testify first at the public hearing by outlining what the request is and why it should be approved. The speaker may be asked to respond to questions/concerns expressed by interested parties, Planning Commission members, or the general public.
- When the public hearing is closed, no additional testimony will be accepted from neither the applicant nor any other interested party. The Planning Commission members will proceed to discuss and debate the request amongst themselves and with Planning Department staff.
- The Planning Commission has the option of approving the request, approving the request with conditions, denying the request, or tabling a decision on the matter to their next meeting. The Planning Commission's decision is submitted to the City Council in the form of a recommendation, along with application materials, a copy of the staff report and recommendation and any other related information. All of the submitted information and testimony at the public hearing creates the 'public record'.

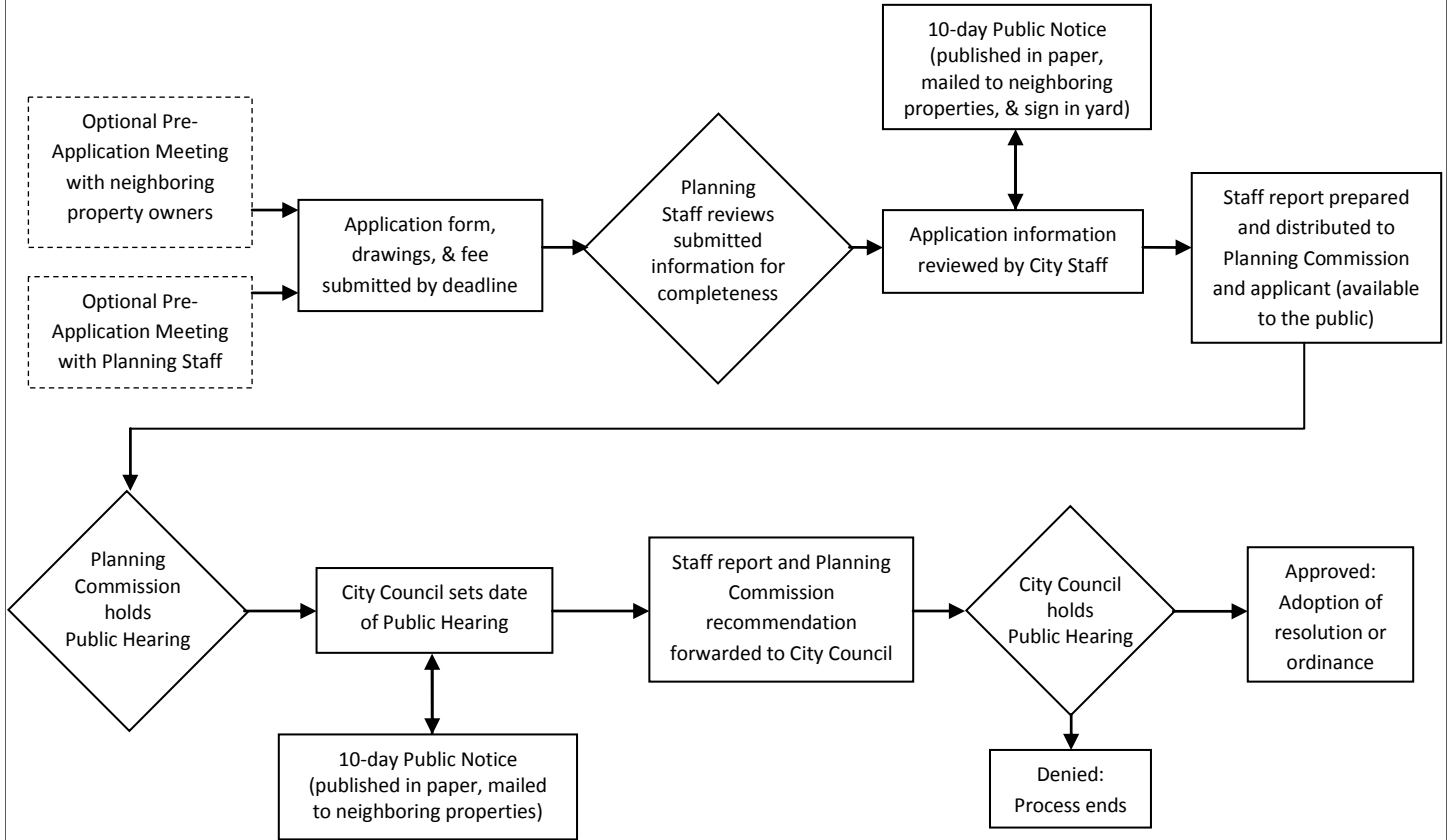
**City Council Meetings:** City Council meetings are usually held on Mondays twice a month. Planning Department staff will place the rezoning/development plan amendment/text amendment request on the next regularly scheduled City Council meeting. At this meeting, City Council will set the date of a second public hearing for the request.

- In accordance with City Council's adopted rules of order and procedure, an individual council member will not accept or participate in any discussion or review/receipt of information related to any pending request outside of an official meeting of the City Council (ex-parte contacts prohibited). All communications should be sent to Planning Department staff, who will distribute the information to all council members. City Council members may visit the subject property prior to the meeting.
- The City Council president will open the public hearing. It is recommended that the applicant, or their designated representative, testify first at the public hearing by outlining what the request is and why it should be approved. The speaker may be asked to respond to questions/concerns expressed by interested parties, City Council members, or the general public.
- When the public hearing is closed, no additional testimony will be accepted from neither the applicant nor any other interested party. The City Council members will proceed to discuss and debate the request amongst themselves and with City staff.
- The City Council has the option of approving the request, approving the request with conditions, denying the request, or tabling a decision on the matter to their next meeting.
- The City Council, after holding the public hearing, will ultimately make the final decision of any rezoning, development plan amendment, and text amendment related action. Rezoning / development plan amendments / text amendments can be approved by a simple majority of City Council members, which is a minimum of four (4) affirmative (yes), out of a possible seven (7) votes. However, if the rezoning request changes the zoning district from a residential district to a more intensive district such as commercial or industrial, then a minimum of five (5) affirmative (yes), out of a possible seven (7) votes from the City Council is necessary to approve the rezoning request.

#### **Withdrawal and Refund Policy:**

- All withdrawal requests must be submitted by the applicant to the Planning Department in writing.
- Refund of the application may be possible if the withdrawal request occurs prior to the public hearing. The amount of the refund will depend on where the application is in the review process.

## Rezoning, PUD Amendment, Medical District Creation or Amendment, and Land Development Code Text Amendment Process



**Note to Applicant:** Please be aware that any written information you provide with your application or at a public hearing, including pictures, becomes the property of the City. All comments made at all meetings of the Planning Commission, Zoning Board of Appeals and City Council becomes part of the public record.

Virtually all Planning Commission, Zoning Board of Appeals and City Council meetings are broadcast live on cable Channel 19 in St. Cloud and rebroadcast at later dates.

**Questions / Submit Completed Application To:**

Planning & Zoning Department  
400 2<sup>nd</sup> Street South  
St. Cloud, MN 56301

Phone: (320) 255-7218 Email: [planner@ci.stcloud.mn.us](mailto:planner@ci.stcloud.mn.us)  
Fax: (320) 255-7258 Website: [www.ci.stcloud.mn.us](http://www.ci.stcloud.mn.us)

The City of St. Cloud's mission is to "provide high quality public services for our residents in a cost effective, responsive, innovative and professional manner given the changing needs and resources available."

**PLEASE KEEP THIS MATERIAL FOR YOUR INFORMATION**

**APPLICATION TO:                    REZONE PROPERTY; OR TEXT AMENDMENT; OR  
AMEND A GENERAL DEVELOPMENT PLAN OF A PUD; OR  
CREATE OR AMEND A MEDICAL SERVICE DISTRICT**

- Application to Amend LDC Text:** Code Section: \_\_\_\_\_
- Application for Rezoning:** Present Zoning of Subject Property: \_\_\_\_\_ Proposed Zoning of Subject Property: \_\_\_\_\_
- Application to Amend a PUD General Development Plan:** Total Area (Acres or Square Feet) of Subject Property: \_\_\_\_\_  
Present PUD Zone Classification of Subject Property: \_\_\_\_\_ Proposed PUD Zone Classification of Subject Property: \_\_\_\_\_

**REQUIRED APPLICATION INFORMATION**

**APPLICANT INFORMATION:**

Name(s): \_\_\_\_\_

Address, City, State, and Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

Name(s): \_\_\_\_\_

Address, City, State, and Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Street Address of Subject Property \_\_\_\_\_

Applicant's Interest in Subject Property:     Contractual (Attach Evidence)                     Freehold

Total Area (Acres or Square Feet) of Subject Property \_\_\_\_\_

Complete Legal Description of Subject Property (if applicable):

1. **Description of Request:** (If more space is needed, please write response on an attached sheet)

2. **Describe briefly the effect of the proposed request or amendment/rezoning (how the immediate area/community will be impacted):**

3. What changed or changing conditions or character make the passage of this request desirable?

4. Other circumstances which justify approval of the request:

5. Do you contend an error was made when the present PUD general development plan or zoning was established? Yes  No   
If yes, what is the error and how would it be corrected by the proposed text or map amendment?

6. What changed or changing conditions or character in the area/community make this rezoning or amendment desirable?

7. Describe any other circumstances or reasons that justify passage of the requested amendment:

8. Is the proposed rezoning, text amendment or DPA consistent with the current St. Cloud Comprehensive Plan? Yes  No   
If no, state why the Planning Commission and City Council should consider amending the Comprehensive Plan.

I HEREBY CERTIFY THAT I HAVE READ, EXAMINED AND UNDERSTAND THIS APPLICATION AND THAT THE INFORMATION SUBMITTED HEREIN AND ATTACHED HERETO IS TRUE, ACCURATE AND CORRECTLY STATES MY INTENTIONS.

Applicant Signature(s) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature(s) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

# PLANNING COMMISSION

## 2019 Schedule of Meetings

<b>Meeting Date</b> (meetings begin at 6:00 p.m.)	<b>Submittal Deadline</b> (all materials must be submitted by 4:30 p.m. unless otherwise denoted)
Tuesday, January 8	<b>Wednesday, December 26, 2018</b>
Tuesday, February 12	Monday, January 28
Tuesday, March 12	Monday, February 25
Tuesday, April 9	Monday, March 25
Tuesday, May 14	Monday, April 29
Tuesday, June 11	<b>Tuesday, May 28</b>
Tuesday, July 9	Monday, June 24
Tuesday, August 13	Monday, July 29
Tuesday, September 10	Monday, August 26
Tuesday, October 8	Monday, September 23
Tuesday, November 12	Monday, October 28
Tuesday, December 10	Monday, November 25